

**ONONDAGA CIVIC DEVELOPMENT CORPORATION**  
**Special Meeting Minutes**  
**September 25, 2015**

A Special meeting of the Onondaga Civic Development Corporation was held on Friday, September 25, 2015 at 333 West Washington Street, Syracuse, New York, 13202, in the large conference room on the 1st floor.

Cydney Johnson called the meeting to order at 8:31 am with the following:

**PRESENT:**

Cydney Johnson  
Len Manfrates  
Ben Dublin  
Matthew Marko  
Alison Miller

**ABSENT:**

Ravi Raman

**ALSO PRESENT:**

Honora Spillane, Secretary  
Karen Doster, Recording Secretary  
Christopher Andreucci, Harris Beach  
Daniel Fitzpatrick, Onondaga County Legislature

APPROVAL OF REGULAR MEETING MINUTES – AUGUST 17, 2015

Upon a motion by Matt Marko, seconded by Leonard Manfrates, the OCDC Board approved the regular meeting minutes of August 17, 2015. Motion was carried unanimously.

TREASURER’S REPORT

Honora Spillane gave a brief review of the Treasurer’s Report for the month of August 2015.

Upon a motion by Leonard Manfrates, seconded by Ben Dublin, the OCDC Board approved the Treasurer’s Report for the month of August 2015. Motion was carried unanimously.

PAYMENT OF BILLS

Honora Spillane gave a brief review of the Payment of Bills Schedule #052.

Upon a motion by Alison Miller, seconded by Leonard Manfrates, the OCDC Board approved the Payment of Bills, Schedule #052 with General Expenses being \$148,576.54. Motion was carried unanimously.

### CONFLICT OF INTEREST

The Conflict of Interest was circulated and there were no comments.

### 2015 ECONOMIC GROWTH FUND BUDGET

Cydney Johnson stated that one of the good things we do is give away money to good things and we shouldn't stop doing that but we need the Board to have some clear direction to staff about what we want to give, when we want to give and how much we want to give. She stated that this year we are over that amount and that is not a good or bad thing but it is our fiduciary responsibility to give direction. She asked if the Board wants to continue giving money to the end of the year, do we want to defer any more giving until the new allocation, do we want to stop and hold. She stated that there were suggestions made at the prior meeting to whether we should go to a quarterly review and it is up to the majority of the Board to decide that but it is critical we give some direction.

Ben Dublin asked where the Board is year to date. Honora Spillane stated that we are \$26,000 over the \$400,000 that was allocated last year which is a guide frame and not set in stone. She stated that we did not spend \$110,665 last year.

Ben Dublin asked if the \$110,000 was a surplus from the Growth Fund. Honora Spillane stated that it was a surplus from the Growth Fund from last year.

Cydney Johnson stated that it is not extra money that doesn't get counted in again. She stated that we did spend it by giving \$100,000 over and above to the dog shelter.

Ben Dublin asked how much money OCDC has now. Honora Spillane stated that there is \$1,400,000 in the total budget because we received the OCC payment.

Ben Dublin asked what our 6 to 12 month revenue projections. Honora Spillane stated that OCDC won't have any other revenue this year project wise. She stated that we are still waiting to hear about Crouse and what is going to happen but it would probably hit the 2016 budget. She stated that the budget is budgeted conservatively. She stated that she has for the 2016 budget \$350,000 Growth Fund for next year because the revenues have been slightly down. She stated that subtotal operating expenses projected for 2016 with everything is about \$660,000. She stated that she has a revenue projection of \$100,000 because she is not sure what is going to happen with Crouse. She stated that OCDC hasn't seen much deal flow so it is a conservative budget for next year.

Julie Cerio stated that we are not going to be doing much in the City when they start their own LDC. She stated that almost 90% of OCDC's work has been in the City so we will be flusher with cash or looking outside the City for some projects.

Leonard Manfrates asked if the City is moving forward. Julie Cerio stated that as of 2 days ago she was told they have the LDC ready to go. She stated that they need a deal to get some money in and once they do they will be ready to go.

Leonard Manfrates asked if it excludes us from doing city deals. Julie Cerio stated that it doesn't but she believes it draws a pretty clear line of how they want it to go. Ben Dublin stated that he thinks it depends on how it goes and if they do a good job they will do some projects.

Cydny Johnson stated that when this Board started the City, before the laws changed, could do some and odds were that people ended up back with us because this is a much more efficient process but there is not guarantee.

Ben Dublin stated that there are people that will want to go one way or the other and we can look at a lot of different things.

Honora Spillane stated that that to help with OCDC's cash flow she is going to start to take an administrative fee from the work staff does at Hancock Airpark and she is going to ask the IDA to chip in 50% of the rent. She stated that it will be about \$70,000 that previously OCDC did not have coming in. Julie Cerio stated that it based on the discussion of the limitation of what the IDA can now pay for.

Ben Dublin asked what OCDC has in the pipeline for the Growth Fund. Honora Spillane stated that there are the 2 today and 2 on her desk.

Cydney Johnson asked how much they are for. Honora Spillane stated that she hasn't looked but no more than \$12,500.

Cydney Johnson stated that there is about \$40,000 to \$50,000 in the pipeline. Honora Spillane stated that the Board should keep in mind that the service contracts go out in pieces but the EPPs are reimbursable grants so they complete the training, give us paperwork and then they are paid.

Cydney Johnson stated that the other thing to think about is that there are always unforeseen things that come up that we are asked to fund. She asked the Board how much reserve they want to always have flexibility to say yes to those things. She asked for suggestions on what the Board would like to see happen.

Julie Cerio stated that the EPPs are a small amount of money and they often lead to bigger projects. She stated that we help a company to do some training as technology is always changing. She stated that a \$9,000 ask today could turn into an IDA project where a business is buying a piece of property and expands. She stated that they are often a door to all of our agencies. She stated that it is a way to help local businesses keep up with the changing times.

Honora Spillane stated that of all the things the office does she thinks the EPP is dollar for dollar the most valuable.

Leonard Manfrates stated that he thinks the Board could review on a quarterly review but some of the smaller projects he would like to see them moved on a timely basis. He stated that maybe the bigger projects could be held quarterly to discuss. He stated that the smaller ones it is critical

that they get their training money and we shouldn't hold them up. He stated that maybe a limit of \$50,000 and up request will be discussed at a quarterly meeting. He stated that we could gauge where we are at quarterly. He stated that the larger projects have a longer time frame so the money is not as critical.

Julie Cerio stated that if the Board wanted to go that route maybe the Board could make exceptions to that because there are projects that need to move quickly and the best things she hears from people she works with is that we can do things quickly.

Ben Dublin stated that it is almost October and there are 4 requests in the pipeline and he thinks that we move the 4. He stated that if more come in then we can try and push them off until next year if they can. He stated that if it doesn't work for them then ease back on the throttle to get to the end of the year but if they need it we can consider it. He stated that flexibility is key and we don't want to create any rules that over restrict OCDC. He stated that the whole purpose is to help these businesses, be quick and nimble. He stated that is what people don't like about government and we are kind of the exception to that.

Alison Miller stated that if this is an indication of this year, whether it is the economy or business is finally pulling the trigger to expand, is there a way to still have enough latitude to give them so we don't have to come back in a month. She asked if there could be 10% rule.

Cydney Johnson asked if maybe we kick in X dollar amount, get through the end of the year and start fresh so we are not saying no to people. She stated that is not our purpose to say no and it is not our purpose not to spend money. She stated that the best thing we do is give back out what we get in but we also need to make sure we have money because we pay a majority of the share of overhead. She stated that we could direct a dollar allocation be put back into the Growth Fund or percentage, get through the end of the year so we have flexibility and start fresh with the new allocation in 2016. She stated that we can discuss quarterly versus month by month.

Julie Cerio stated that staff is seeing a huge increase on all the Boards because the economy is turning around so we have tripled the number of projects for the IDA than we had last year. She stated that the sign we are spending money is a sign that companies are coming around.

Ben Dublin stated that the fact that we burned through a \$400,000 matching allocation so it means that companies in town are also spending \$400,000 in training which is not something you do when you are worried about economy.

Cydney Johnson asked if CenterState comes out of the \$400,000. Honora Spillane stated that the CenterState did come out of the \$400,000 and they started 13 businesses and trained 100 people.

Matt Marko stated that obviously we need to be responsible but he is all for being aggressive. He stated that is the way he would like to see things move along.

Cydney Johnson asked Matt Marko if he would like to see a bigger amount go in for the rest of the year. Matt Marko stated that then you get into the challenge where we can't predict the future. He stated that there is a judgment that needs to be exercised and we need to be flexible. He stated that he thinks the approach suggested of looking at the year in two halves and being aggressive in the first half but then may need to slow down. He stated that you don't want to leave a big pot at the end. He stated that we need to make good judgments based on the best information we have at the time.

Cydney Johnson asked what does the Board what direction they want to give staff. She asked if we go ahead with the 4 EPPs received. Ben Dublin stated that he thinks we should go ahead with the 4 EPPs and asked if the budget needs to be amended. Alison Miller stated that she thinks we should definitely do the 4.

Cydney Johnson asked if the Board to be aggressive move \$100,000 so there is surplus, there is flexibility and the Board won't have to come back to discuss. She stated that it keeps up in a direction and flexible position to the end of the year and then feel our way through the pace. She stated that there is no reason we can't do this it is just a matter of it needs to be directed.

Ben Dublin asked if \$100,000 is enough. Honora Spillane stated yes.

Ben Dublin stated that we are down \$26,000 plus so it doesn't leave a lot. Honora Spillane stated that she doesn't anticipate any other new service contracts coming in by the end of the year. She stated that the only thing she could see is EPPs. She stated that word on the street is

that this is a program. She stated that it is \$12,500 and she doesn't see getting more than 3 or 4 by the end of the year.

Upon a motion by Ben Dublin, seconded by Matt Marko, the OCDC Board approved a resolution to move \$100,000 to the Growth Fund Budget. Cydney Johnson abstained. Motion was carried.

### RB WOODCRAFT

Honora Spillane stated that RB Woodcraft is a great company located on Erie Boulevard. She stated that they are growing in an aggressively conservative manner and they have a nice niche in the market.

Matt Marko stated that he fully supports project.

Upon a motion by Leonard Manfrates, seconded by Alison Miller, the OCDC Board approved a resolution approving an Employee Productivity Service Contract of \$8,125.00 for RB Woodcraft to fund up to 50% of the cost of training 18 employees for various training programs and authorizing the signing of all related documents by an officer of the Corporation. Cydney Johnson abstained. Motion was carried.

### ACROLITE

Honora Spillane stated that Acrolite is a company located in Elbridge and a nice little electronics company that is growing. She stated that they are looking to do training.

Upon a motion by Alison Miller, seconded by Leonard Manfrates, the OCDC Board approved a resolution approving an Employee Productivity Service Contract of \$18,125.00 for Acrolite to fund up to 50% of the cost of training 18 employees for various training programs and authorizing the signing of all related documents by an officer of the Corporation. Cydney Jonson abstained. Motion was carried.

APPROVE HANCOCK AIRPARK LAND SALE TO APPROACH ASSOCIATES

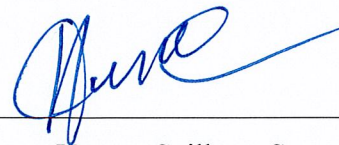
Honora Spillane stated that Approach Associates is a Corporation wholly owned by C & S Companies. She stated that Approach Associates is their construction arm and they need warehousing space and possibly construction space. She stated that they are excited about the parcel and the proximity to their existing location.

Leonard Manfrates asked who many acres. Honora Spillane stated that it is 5.6 acres. She stated that those funds go into the Hancock which is a separate account that OCDC is an administrator of.

Alison Miller asked if it is a conflict if she does business with Approach Associates. Chris Andreucci asked if Alison Miller does business personally with them. Alison Miller stated that she oversees the department that does business with them. Chris Andreucci stated that she can abstain as a matter of mater of caution but don't need to.

Upon a motion by Leonard Manfrates, seconded by Bed Dublin, the OCDC Board approved a resolution authorizing the land sale of Lot no. 3A, Sections A & B, 7<sup>th</sup> amended part of Military Lots 92, 93, & 94 to Approach Associates. Cydney Johnson and Alison Miller abstained. Motion was carried.

Upon a motion by Leonard Manfrates, seconded by Ben Dublin, the OCDC Board adjourned the meeting at 8:45 am. Motion was carried unanimously.



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Honora Spillane, Secretary